

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
PALOS VERDES PENINSULA BRANCH

**POLICIES AND PROCEDURES**  
**Amended 2016**

Branch policies and procedures are designed to improve managerial effectiveness; to specify the duties and responsibilities of officers and committees; and to supplement the bylaws. The policies of the Branch Council are decisions relating to details of administration, which occur on a regular basis. The procedures describe the steps that need to be taken to carry out the policy.

**HANDBOOK AND BYLAWS REVIEW**

1. This handbook shall be reviewed every three years, or as needed, by a committee appointed by the Council Chair.
2. The policies and procedures can be adopted, amended or suspended by a majority vote of the Branch Council when a quorum is present.
3. The bylaws shall be reviewed every five years, or as needed, by a committee appointed by the Council Chair. Proposed amendments should be sent to the designated representative on the AAUW CA Bylaws Committee for approval before being voted on by the branch membership, per branch bylaws, Article XV, Section 3.

**GENERAL ADMINISTRATION**

**Branch Council**

1. The Branch Council is composed of all members holding elected or appointed positions.
2. A quorum of the Branch Council shall be seven (7) members.
3. Any branch member in good standing who attends a Council meeting where a proposal is being voted upon shall have one vote.
4. The Council will accept recommendations from the Leadership Development Committee for proposed slate of elected officers and approve the nominees for the positions of Council Chair, Treasurer and Membership Chair prior to election by the branch membership.
5. Members of the Branch Council will:
  - Attend Council meetings on a regular basis
  - Read and be familiar with the bylaws and policies and procedures of the branch
  - Report to the Council as needed on the activities and concerns of their involvement
  - Submit articles for *CoastLines* within established datelines (if applicable)
  - Maintain expenditures within budgeted amounts
  - Submit receipts for expenses to the Treasurer within thirty (30) days of expenditure
  - Keep an experience binder or file for projects or activities they chair which includes resource material for a successor (if applicable)
  - Update their project/activity description at the end of their term for accuracy and completeness and submit to the Council (if applicable)
6. Descriptions for individual positions and committees are maintained as a separate appendix to the branch policies and procedures.

## **Branch Council Meetings**

1. Branch Council meetings are open to all members.
2. The policies and procedures can be adopted, amended or suspended by a majority vote at a Branch Council meeting when a quorum is present.
3. Members of the Branch Council will attend Council meetings as frequently as possible, particularly the first and last meetings of each year, and any planning sessions called by the Council Chair.
4. Electronic votes on routine items required between Branch Council meetings will be voted on by the elected and appointed officers and chairs.

## **Maintenance of Records**

1. Officers and appointed chairs should maintain the files and records pertinent to their positions.
2. Financial records and meeting minutes must be kept a minimum of seven (7) years by the Treasurer and Records Coordinator respectively. These should be kept in a binder and/or electronically and passed from one officer to the next.
3. Prior to passing officer files and records to their successors, each officer should review them and discard those materials that are no longer needed.
4. A list of records of historical value to the branch and the individual currently holding each item, including scrapbooks and newspaper articles, should be kept by the Records Coordinator or a designated individual and/or organization as approved by the Branch Council and updated at the end of each fiscal year.

## **Branch Property**

1. Property is described as any material items owned by the PVP branch. Property includes, but is not limited to, the following: official minutes, audit and financial reports, post office box keys, historical memorabilia, silver and glassware, trophies and awards, banners and displays, and stationery, office and event supplies.
2. All property of the branch remains branch property through all officer and chair changeovers.
3. Officers and chairs holding branch property have the responsibility of safeguarding said property and ensuring that it is passed on to their successors at the end of their term.
4. A list of all branch property and the individual currently holding each item will be maintained by the Records Coordinator or a designated individual and/or organization as approved by the Branch Council and updated at the end of each fiscal year.

## **BRANCH ACTIVITIES**

### **Meetings/Programs/Events**

1. The Branch Council may open meetings, programs, and events to the public.
2. Reservations made for an event must be paid for unless canceled in time to recover any branch up front expenses.
3. Whenever a fee is charged for a branch event, all branch members attending must pay the same fee. Different non-member fees may be appropriate for specific events and will be established at the discretion of the Council.
4. No petitions, flyers or cards of a business or political nature may be distributed at any meeting or event without permission of the Council Chair.
5. No business may be promoted at any meeting or event without permission of the Branch Council.
6. Speakers must be apprised of and agree to abide by applicable restrictions governing use of meeting facilities:
  - The Palos Verdes Library District's arrangement with the branch disallows promotion of any commercial ventures on library property.
  - Speakers are welcome to bring business cards and printed materials for display in the meeting room.
  - No for-profit items or events may be promoted in the presentation.

- No sales may be made nor reservations for paid programs taken at branch meetings held at the library.
7. Dates of all meetings, including interest group meetings, must be cleared with the Council member who keeps the branch calendar.
  8. No general or special meeting of the branch shall be scheduled on the dates of leadership training meetings, the AAUW CA or AAUW conventions or annual meetings.
  9. No meetings shall be scheduled on Maundy Thursday through Easter, Rosh Hashanah (2 days), Yom Kippur, or the evening that proceeds the first day of Passover, Christmas or any major holiday of significant religious or ethnic groups. (All Jewish holidays begin at sundown the day before.) This is in accordance with AAUW Diversity Policy.
  10. No other branch meeting will be scheduled on the date of the general meeting. The general meeting takes precedence over any scheduled branch section or interest group.

### **Interest Groups**

1. Interest groups must be open to all members with the exception of those limited by the nature of the group or by space constraints. When constraints exist, a second group may be started.
2. All regular participants in interest groups must be members in good standing, with the exception of interest groups for couples, in which only one person must be a member in good standing.
3. Interest group members will select their own chair(s). However, only branch members in good standing may chair an interest group.
4. Non-member guests who are eligible for membership should be encouraged to join the branch by the time they have attended three (3) interest group meetings. If they do not wish to join, they should be subject to the same conditions for participation as non-members ineligible for membership.
5. Non-member guests who are ineligible for membership in AAUW and wish to continue participating in interest group activities are requested to make an annual donation to the branch in the suggested amount of \$25.00.
6. Members who do not renew their membership may not continue to participate in interest group activities.
7. Chairs are responsible for collecting and forwarding non-member donations to the Treasurer each year as well as maintaining a list of all participants, including verification of membership status and dues payment.
8. It is the responsibility of the chair to notify any interest group participant whose dues or donation is not current that they may no longer participate in the group until fees are paid.
9. Costs incurred by members of an interest group for any group purpose are to be borne by the interest group members.
10. Information regarding group chair(s), contact numbers, meeting dates and times, and other pertinent information of interest to group members as well as the general membership, should be published in *CoastLines*, in a timely manner. This information along with a complete listing of all interest group participants should also be conveyed to the Interest Group Coordinator, whose job it is to keep the Branch Council informed of interest group activities.
- ~~11.~~ With the permission of the Council, any member may form a new interest group providing it is open to all members. In setting the meeting schedule, possible conflicts with other AAUW groups or meetings should be taken into consideration.

### **Special Projects**

1. Any special project which bears the name of AAUW, Palos Verdes Peninsula Branch, must have prior approval of the Branch Council and must comply with the use of name and purpose of AAUW as defined in AAUW, state and branch bylaws.
2. A Council member must be designated as liaison and kept informed of the activities of the project.
3. Projects are subject to evaluation by the Branch Council as needed.
4. Participants may include non-members. However, if eligible, non-members should be encouraged to join the branch.

5. Plans for raising funds for special projects must be approved by the Branch Council prior to implementation.
6. Funds raised for or by a special project will be accounted for separately. All expenses for the project are to be deducted from the gross revenues prior to determining net proceeds of the project
7. At the end of any special project, any excess funds realized may be directed to the AAUW Fund[s], another special project fund, or the branch general operating fund with approval of the Branch Council with guidance from the project chair(s).
8. Current branch projects include Readers Theatre, Tech Trek, Exploring Science, and the Marymount Project.

### **Publications/Communications**

1. All publications of the branch, including any advertising or submitted articles, will conform to the AAUW "Use of Name" bylaw and not conflict with the policies and programs of AAUW and AAUW CA.
2. Drafts of publications should be e-mailed to the Council Chair or a designated representative for final approval prior to general distribution.
3. Branch publications may solicit paid advertising from local businesses or professionals in support of branch operating expenses for such publications. The Branch Council reserves the right to refuse any advertisement that does not conform to AAUW, state and/or branch bylaws.
4. Notices from other organizations must be approved by the Council Chair prior to insertion in any branch publication or distribution to the branch general membership.
5. Where programs are undertaken in connection with other organizations, listing participating organizations alphabetically should be encouraged.
6. The member directory is for distribution to and use by members only. Corrections, updates and addenda should be published and distributed through the branch newsletter.
7. *CoastLines* is published a minimum number of times per year as determined by the Branch Council. It is intended for distribution to all members and for use as a recruiting tool for potential members. The deadline for submission of all articles and advertisements for this publication will be set by the newsletter editor.
8. The branch directory, newsletter and web site shall be used exclusively for communication on AAUW matters among the branch members. They shall not be used for solicitation of any kind.
9. All notices desired for distribution to general branch membership will be reviewed and approved by the Council Chair and communicated electronically by the E-Blast Coordinator.

### **Conventions/Conferences**

1. The Council Chair will lead the branch delegation for state and national conventions, or will delegate this responsibility to another member.
2. All members are encouraged to attend conferences and conventions.
3. Branch members attending any convention/conference should be full participants and report to the branch on proceedings via *CoastLines*.
4. A specific amount should be included in the annual budget each year for the biennial AAUW and annual state conventions.
5. These budgeted funds will be distributed among all members attending the convention or conference, as designated by the Branch Council.

## **MEMBERSHIP**

### **Regular Members**

1. Regular members are those who pay dues annually to the Palos Verdes Peninsula branch. Dues are currently \$91 per year for regular members. Early Bird membership discounts will be offered until June 1 unless otherwise determined by the Branch Council.

2. Regular member dues are distributed as follows: \$49 to AAUW, \$20 to the state, \$22 to the branch (including \$19 to the branch, \$3 to the AAUW Fund, to be shared between Education and Legal Advocacy Funds).

### **Life Members**

1. Life members are those who have paid lifetime dues to AAUW and no longer pay annual national dues.
2. Dues for life members equal the state and branch dues plus the donations to AAUW Fund. Life member dues are currently \$42. Early Bird membership discounts will be offered until June 1 unless otherwise determined by the Branch Council.

### **Dual Members**

1. Dual members are those who have paid AAUW, state and branch dues to another branch and also pay dues to the PVP branch.
2. Dues for dual members equal the branch dues plus the AAUW Fund donation. Dual member dues are currently \$22. Early Bird membership discounts will be offered until June 1 unless otherwise determined by the Branch Council.

### **Partner Members**

1. College/university partner members are qualified educational institutions, including two-year or community colleges that pay annual dues to AAUW. Each college/university member shall appoint one or two representatives who shall each have the membership benefits of a national member and any other benefits that accrue to representatives of partner members.
2. A representative of a college/university partner member may choose to affiliate with the branch. Branch and state dues are waived for college/university representatives.

### **Student Affiliates and e-Student Affiliates**

1. An undergraduate student enrolled in a qualified educational institution shall be eligible for student affiliation. Student affiliates shall be entitled to attend branch, state, and AAUW meetings and receive the publications distributed to all members of AAUW. Affiliates may not vote or hold office.
2. Students enrolled at college/university partner members who have become e-student affiliates may become a student member of the branch by paying a discounted rate as determined by the Branch Council. Students not enrolled at college/university partner members may join the branch by paying national and state dues and a discounted branch dues rate as determined by the Branch Council.

### **Fifty-Year Honorary Life Members**

1. These members pay no dues.

### **Give a Grad a Gift Program**

1. These members shall pay no branch dues for their first year membership.

### **Member Lists**

1. The branch membership list may not be used for any reason other than approved AAUW purposes.
2. Member lists may not be sold or otherwise provided to individuals who are not members in good standing of the branch.
3. Members must pay their dues by a specified date to be included in the branch directory.

## **FINANCIAL**

### **Finance Committee**

1. The Treasurer chairs the Finance Committee.
2. Members include the Treasurer, the Council Chair and at least one additional appointed member approved by the Branch Council. From time to time additional members may be asked to participate.

3. The Finance Committee is responsible for the preparation of the annual budget and submission of the final budget to the Branch Council for approval prior to dissemination to the general membership in *CoastLines*.
4. The budget must be presented to the membership for adoption no later than October 31.
5. Budgets are determined based on prior year actual results with consideration to projected changes in revenues and expenses.
6. Only programs, projects and events decided by the Branch Council will be included in the budget. An estimate of the anticipated revenue and expense for each new event will be prepared by the event chair and submitted to the Treasurer prior to any expenses being advanced or reimbursed.
7. The annual budget will include funds for the biennial AAUW and annual state conventions.

### **Budget Management**

1. Events should be planned as break-even programs or to generate a positive cash flow, unless pre-approved by the Branch Council.
2. Projected expenditures for all branch-sponsored activities must be in compliance with budgeted funds or must be voted on by the Branch Council prior to any actual expenditure being made. Specific approval by vote is not required for expenses already included in the annual budget.
3. Each officer or chair having control of budgeted funds is responsible for maintaining accurate records, providing timely reports to the Council, and maintaining budgeted spending limits.
4. Officers and chairs are responsible for approval of the bills and vouchers for their committees prior to submission to the Treasurer for reimbursement and for keeping a current account of funds expended and remaining in the budget.
5. Meals and other costs of official branch non-paying guests are considered an expense of the function and should be deducted from revenues before reporting the net income from the event.
6. Expenditures should be submitted on the approved form, available from the Treasurer. All bills and vouchers for reimbursement of expenses must include receipts, indicate the purpose of the expense and the affected budget line, and be submitted to the Treasurer within thirty (30) days of the expenditure.
7. The Treasurer will pay all approved bills within thirty (30) days of submission for reimbursement.
8. A permanent reserve equal to twice the annual budget shall be maintained. Should the reserve exceed four (4) times the annual budget, the excess funds should be made available and expended on special projects as determined by the Branch Council. Should the base amount fall below twice the annual budget, the Branch Council should review the situation and an amount sufficient to bring the reserve up to base level shall be a budget item in the next year's budget.

### **Miscellaneous Expenses**

1. Unbudgeted expenditures, not pre-approved, will not be reimbursed without Branch Council approval after financial impact review by the Finance Committee.

### **Bank Accounts**

1. The branch maintains a general fund checking account and a Scrip account.
2. Authorized signatories on the accounts are the Council Chair and the Treasurer.
3. Separate ledgers are maintained within the general fund for special projects.
4. Funds realized from fundraising events will be distributed among the appropriate accounts or ledgers as expeditiously as possible.
5. Funds collected in the name of the branch are to be received by the Treasurer or the Membership Chair and deposited into the appropriate account as expeditiously as possible.
6. The Treasurer is responsible for reconciling all bank accounts in a timely manner. Any noted discrepancies must be reported to the Finance Committee for investigation and ultimately to the Branch Council.

## **Fundraising Events**

1. Allocation of funds generated by fundraising events will be made by the Branch Council, unless the event was held to generate funds for a specific cause.
2. The Branch Council will decide how funds are divided among the AAUW Fund[s], the Legal Advocacy Fund, Tech Trek or any other special project when proceeds of a single event are to benefit two or more of these programs.
3. Contributions to Tech Trek may be managed through the AAUW designated fund.
4. Non-dues revenue activities necessary to offset branch expenses must be clearly delineated as such by the Branch Council.

## **Contributions to Other Causes / Candidate Endorsements**

1. The branch will follow the AAUW guideline that states, "Contributions of money should not be made to outside organizations. The contribution of the branch to its community is through leadership and service".
2. The branch may not contribute money or anything of material value to, nor endorse, candidates for elective or appointive office, partisan or non-partisan, nor accept their paid political announcements for inclusion in AAUW publications.
3. If an exceptional cause should arise in the community for which it seems essential that the branch contribute financially in order to maintain useful activity within the AAUW purpose and program, the Branch Council may vote to allocate such funds.
4. An individual member may endorse, as a private citizen, candidates for appointive or elective office, partisan or non-partisan, but such endorsement shall not use the name of AAUW. The individual member endorsement shall not include any mention of her/his AAUW membership.
5. As a candidate for any office, a member may declare membership in AAUW as long as she or he is not opposing any AAUW program or policy. Declaring one's AAUW membership opposing an AAUW position violates the AAUW Use of Name policy.

## **Financial Review**

1. Branch financial records must be reviewed annually. The Council Chair will work with the Treasurer to identify a branch member who will perform this service.
2. The financial review shall be conducted after the fiscal year's books have been closed by the Treasurer or whenever there is a change in the person holding the office of Treasurer. A report of the review shall be submitted to the Branch Council and published in *CoastLines* early in the following year.

## **MISCELLANEOUS**

### **Named Gifts**

1. The Branch Council may choose to honor members for exceptional service to the branch.
2. Members are honored with Named Gifts to the AAUW Funds in amounts specified by AAUW.

### **Memorial Gifts**

1. A memorial gift of \$25 will be sent to the AAUW Funds upon the death of a branch member. The donation will be made from the general fund.

### **Sale of Merchandise or Services**

1. Any member or non-member wishing to sell merchandise or services to raise money in the name of an AAUW program must submit a detailed written request to the Branch Council for approval.

### **Public Policy**

1. The branch position on public policy issues that fall within the AAUW or state program, or at the local level, which fall within the AAUW statement of principles should be determined after study and

recommendation by the state and AAUW chairs. Local issues will be reviewed and recommendations presented to the Branch Council by a member or committee appointed by the Council Chair.

2. As time permits, issues may be presented to the general membership, to vote on the proposed stand.
3. The Branch Council may vote on the proposed stand or take a stand of “no action” when there is insufficient time for the issue to be presented to the general membership.
4. In order to present a legislative item conceived by the branch, the procedures outlined in the state bylaws must be followed.
5. The branch may support local action if it does not conflict with AAUW or state policy.
6. The general membership and/or Branch Council must forego taking a stand on Los Angeles County Interbranch Council (LACIC) action items and legislative positions.

### **Electronic Privacy**

1. Without the permission of members, electronic communications will not contain postal addresses. It is the responsibility of individual members who submit articles to the web site or to *CoastLines*, which is distributed via e-mail and may also be posted on the branch web site, to include only that personal information about themselves that they are willing to have distributed electronically.
2. When branch members send electronic communications in the course of AAUW activities, privacy issues should be taken into consideration with respect to sharing e-mail addresses in committee distribution lists. Use of such tools as “BCC” should be considered, as appropriate.



## **APPENDIX A ELECTED OFFICERS JOB DESCRIPTIONS**

### **COUNCIL CHAIR**

The Council Chair is the branch's administrator, coordinator and creative planner. The chair believes in the philosophy of AAUW and has faith in the branch members. To qualify for this position the nominee must have served on the branch Council at some time. The Council Chair has the following responsibilities:

- Serves as the official representative of the branch in activities of AAUW at all levels.
- Presides at all branch and Branch Council meetings.
- Upholds the bylaws, and the policies and procedures, and ensures that all Council officers have current copies of these documents.
- Calls annual meeting and special meetings of the branch in accordance with the provisions of the branch bylaws and sends meeting notices. Reserves meeting rooms as needed.
- Appoints the Leadership Development Committee, appointed officers, ad hoc committees and other Council members as needed, with the approval of the Branch Council.
- Submits a list of incoming and continuing branch officers and chairs to AAUW CA and AAUW.
- Reviews newsletter/web site content with the newsletter editor or designates a member to review content before general distribution.
- Submits the documentation for the current AAUW CA branch recognition program.
- Ensures that the branch bylaws are in conformity with the AAUW bylaws after each AAUW convention and with the AAUW CA bylaws after each state convention.
- Ensures that the branch has enrolled in the state liability insurance program.
- Serves as an ex-officio member of all committees except the Leadership Development Committee.
- Attends Inter-branch Council meetings or sends a representative to the extent possible.
- Represents the branch at AAUW CA conventions, AAUW conventions and other meetings or sends a representative, to the extent possible. Reports the results of these conventions and meetings to branch members.
- Encourages member participation.
- Ensures that branch communications networks are only used for branch purposes.
- Works closely with the Council Chair- elect to facilitate a smooth transition.
- Keeps an experience notebook.

## **MEMBERSHIP CHAIR(S)**

The responsibilities of the Membership Chair(s) include:

- Form a committee of branch members to assist with recruitment, orientation and hospitality for new and prospective members.
- Initiate and coordinate branch recruitment efforts.
- Coordinate activities for the orientation of new members.
- Develop the budget for the branch's membership activities.
- Keep an accurate list of branch members and ensure that new members are added to the communications networks in the form of mailing labels and e-mail contact lists.
- Notify the appropriate person in other branches when members transfer in or out of the branch.
- Coordinate with the publisher of the membership directory to ensure complete and accurate membership lists.
- Submit newsletter articles focusing on membership and new members of the branch.
- Receive all dues checks from new and renewing members.
- Fill out membership report forms for AAUW and the state.
- Coordinate deposit of dues checks and transmittal of dues payments to AAUW and the state with the Treasurer
- Make reports to the Branch Council as requested.
- Keep an experience notebook.

## **TREASURER**

The responsibilities of the Treasurer include:

- Serve as chair of the Finance Committee, to develop the annual budget for review and approval by the Branch Council and the general membership.
- Receive all monies due the branch.
- Pay all bills provided for in the budget or approved by the Branch Council.
- Keep an accurate set of financial records, with regular reports to the Branch Council.
- Manage the branch bank accounts. Keep separate ledgers and records for the branch general account, AAUW Funds raised, and any other accounts required by the IRS to be kept separate. Collect dues and AAUW Funds and remit them to AAUW and the state by the specified deadlines.
- Render a financial report at the annual meeting of the branch and at other times as requested by the Council. Publish the budget in the newsletter in early fall, at a date determined by the Branch Council.
- Retain all branch financial records for a period of seven years or in accordance with IRS regulations.
- Ensure that the branch financial records are reviewed annually.
- Pay premiums for insurance policies on or before renewal dates.
- Order the past president's pin. If the Council Chair already owns a pin, purchase a gift certificate to the AAUW store or an appropriate gift for the Council Chair.
- Keep an experience notebook.

## **APPENDIX B APPOINTED OFFICERS JOB DESCRIPTIONS**

### **EVENT CHAIR/ PROJECT CHAIR**

Each event and each project, as decided at the annual planning meeting of the Branch Council, shall have a chair to oversee the activity. Each chair shall have the following responsibilities, as applicable:

- Incorporate AAUW and AAUW CA program themes as determined at the planning meeting.
- Develop the budget for the event or project and get approval from the Branch Council before expenditures begin.
- Recruit a committee of volunteers and delegate responsibilities as needed, including (but not limited to): securing meeting space, branch newsletter articles, getting Council approval for speaker honoraria, providing for speakers' equipment needs, and arranging hospitality refreshments.
- Ensure that programs are scheduled in accordance with the provisions set forth in this Policies & Procedures Handbook (see **BRANCH ACTIVITIES: Meetings/Programs /Events and Special Projects**).
- Provide information about the event or project to the Publicity Coordinator to maximize participation and success
- Invoice any person who fails to cancel a reservation for the event in time to recover any branch up front expenses.
- Submit a report to the Council Chair at the completion of the event or project with recommendations for the coming year.
- Keep an experience notebook.

### **INTEREST GROUP COORDINATOR**

The responsibilities of the Interest Group Coordinator include:

- Act as the liaison between the interest group chairs and the Council.
- Work with the interest groups to promote the mission of AAUW, especially with new members and non-members whose point of entry to the branch may be through an interest group.
- Meet at least once per year with Interest Group Leaders to review the eleven items listed in the Interest Group section of this Policies and Procedures Handbook (see **BRANCH ACTIVITIES: Interest Groups**).
- Provide reminder communications to interest group chairs to ensure their timely submissions to *CoastLines*.

### **NEWSLETTER EDITOR**

The responsibilities of the Newsletter Editor include:

- Establish the number of issues to be published for the year, as determined by the Branch Council. Develop a budget and establish and publish a schedule for article submission, delivery of newsletter to printer, and mailing.
- Collect articles, edit as needed, and develop the newsletter design.
- Email draft to the Council Chair or a designated representative for final approval prior to distribution.
- Submit printing invoice to the Treasurer for printing and stamps.
- Email newsletter to all branch members on the electronic newsletter list, and mail hard copies to all other branch members, so that it is received by the first of the month.
  - Print copies are to be folded and stamped according to Postal Service requirements.

- Mailing labels are created each month, incorporating all updates from the Membership Chair, who is to be informed of any changes, should a newsletter be returned.
- Give additional copies to the Membership Chair for use in new member recruitment and for display at branch events.
- Keep a binder with a copy of each issue
- Submit an electronic copy to the branch webmaster to be posted on the web site.

## **POLICIES & PROCEDURES/ BYLAWS CHAIR**

The responsibilities of Policies & Procedures / Bylaws Chair include:

- Keep the branch Policies and Procedures Handbook up to date, and email updated copies to all Council members within 30 days whenever it is amended or revised. Act as chair of an ad hoc committee that reviews the entire document every three years, or as needed.
- Keep the branch bylaws current, making changes as mandated by AAUW or AAUW California. Act as chair of an ad hoc committee that reviews the entire document every five years or as needed.
- Provide a draft of proposed bylaws amendments (other than mandatory) to the state bylaws committee representative prior to submitting amendments to the branch membership for approval.
- Provide a copy of amended bylaws (after amendments adopted by membership) to the state bylaws committee representative for certification. Provide copies to Branch Council members.
- Deliver the certified bylaws to the Records Coordinator for safekeeping.
- Keep an experience notebook.

## **PUBLICITY COORDINATOR**

The responsibilities of the Publicity Coordinator include:

- Evaluate previous branch publicity efforts and assesses current needs after the annual planning meeting.
- Work with other branch officers, chairs and committees to help gain visibility for branch events and priorities
- Develop and maintain a list of media contacts and their deadlines
- Assist with news releases, calendar notices and public service announcements and their distribution to media, meeting their deadlines.
- Keep an experience notebook, including copies of news releases and media coverage obtained.

## **RECORDS COORDINATOR**

The Records Coordinator is the recording officer of the organization and the custodian of all the records except those specifically assigned to others. Individual responsibilities of the Records Coordinator may be assigned to other members of the Branch Council, or completed on a rotating basis.

The responsibilities of the Records Coordinator include:

- Record minutes of Branch Council and branch meetings, including attendance records. In coordination with the Council Chair send a summary of Council actions to the Newsletter Editor to keep branch members informed of Council actions.
- Send a copy of the minutes of the previous Council meeting, together with a list of unfinished business, to the Council Chair within 10 days of the Council meeting.
- Keep minutes of Council and branch proceedings as the legal record of the organization.
- Send cards of sympathy or congratulations to branch members when requested by the Council Chair.
- Keep the branch calendar.
- Maintain a list of all branch property and records of historical value, and the individual or organization currently holding each item, and update at the end of each fiscal year.
- Keep an experience notebook.

## **WEBMASTER**

The responsibilities of the Webmaster include:

- Maintain and update the branch web site to:
  - Meet the information needs of the branch.
  - Create a positive image of the branch in the community.
  - Attract prospective members to the branch.
- Post an electronic copy of the *CoastLines* newsletter when received from the Newsletter Editor.

## **E-BLAST COORDINATOR**

The responsibilities of the E-Blast Coordinator include:

- Maintain a current email distribution list for all branch members who wish to receive electronic communications.
- Transmit information approved for general distribution to branch members via email. Such information shall include newsletters, branch meeting notifications, and ad hoc messages approved by the Council Chair.
- Review incoming branch emails and communicate the information to appropriate parties for follow-up.

## **APPENDIX C COMMITTEE JOB DESCRIPTIONS**

### **FINANCE COMMITTEE**

Members of the Finance Committee include the Treasurer, the Council Chair and at least one additional appointed member approved by the Branch Council. Additional members may be asked to participate as needed. The Treasurer will serve as committee chair and the responsibilities of the committee include:

- Ensure that budget planning maintains the fiscal health of the branch and takes into account all branch fiscal obligations as specified in branch bylaws and this Policies & Procedures Handbook.
- Use realistic estimates of expected income.
- Consult past budgets and year-end financial reports.
- Consider branch goals in setting funding priorities.
- Present a proposed budget to the Branch Council for approval prior to dissemination to the general membership in *CoastLines*.
- Send the proposed budget to the Newsletter editor in time for it to be published at least two weeks before the branch vote, ensuring membership approval prior to October 31.
- Lead branch discussion of proposed budget before submission for a vote of approval to the membership.
- Meet in January, or as needed, to review and adjust the budget as needed. Present budget revisions to the Branch Council for approval.

### **LEADERSHIP DEVELOPMENT COMMITTEE (formerly NOMINATING COMMITTEE)**

The Leadership Development Committee shall consist of three (3) to five (5) members appointed, as needed, by the Council Chair with the approval of the Branch Council. The committee shall be formed no later than the end of November and responsibilities of the committee include:

- Develop a recommended slate of qualified members in good standing for Council approval for the elected positions of Council Chair, Treasurer and Membership Chair, prior to election by the branch membership.
- Provide a suggested list of qualified members in good standing for consideration in filling appointed positions.
- Decide how the committee will operate and if and when meetings are required. Select a committee chair from the committee members.
- Maintain confidentiality of the work of the committee.
- Ensure that the slate is published in the branch newsletter by the deadline required for prior notification in the branch bylaws.
- Present the slate to the membership at the Annual meeting and oversee the vote count for the election if a print or electronic ballot is used instead of a voice vote.

## **MEMBERSHIP COMMITTEE**

Members of the committee will include the Membership Chair (*s*) and other branch members to assist with new member recruitment, orientation and hospitality. The Membership Chair will chair this committee and responsibilities include:

- Initiate and coordinate branch recruitment efforts.
- Notify members regarding dues renewal between March 1 and June 1 of each year.
- Coordinate branch social events and new member orientations.
- Develop a hospitality plan to welcome new members.
- Work to ensure that branch records match AAUW membership records and work with AAUW staff to correct errors.
- Notify other branches when members transfer.

## **AAUW FUNDS COMMITTEE**

The AAUW Funds Committee will serve as an ad hoc committee appointed by the Council Chair. The committee will determine how it will operate. The responsibilities of the committee will include:

- Inform the branch and the community about the programs of the AAUW Funds and Legal Advocacy Fund.
- Research and recommend to the Council where AAUW Funds contributions should be designated. If the branch has an open (unfinished) endowment, all funds should be directed to this endowment.
- Recommend to the Council any named gift honorees, based on their service to the branch and/or the state and national AAUW.
- Write articles for the branch newsletter focusing on AAUW Funds priorities.
- Work with the Treasurer to provide oversight of all contributions to AAUW Funds and Legal Advocacy Fund and ensure that they are transmitted to AAUW or state by the appropriate deadlines with necessary paperwork documentation.
- Provide guidance to event chairs for fund raising activities for the AAUW Funds and Legal Advocacy Fund as needed.
- Maintain a list of all branch members who contribute \$100 or more to AAUW Funds or LAF and send written acknowledgement on branch stationery. Thank all donors with recognition in the newsletter and/or with personal thank you notes.

## **PUBLIC POLICY COMMITTEE**

The Public Policy Committee will serve as an ad hoc committee appointed by the Council Chair. The committee will determine how it will operate. The responsibilities of the committee will include:

- Inform members of the branch about public policy concerns, focusing on national and state public policy priorities.
- Coordinate branch public policy studies and action with guidance from the Branch Council.
- Coordinate branch response to AAUW CA and AAUW Action Alerts.
- Write articles for the branch newsletter focusing on AAUW and state public policy priorities.
- Review local issues and provide recommendations to the Council Chair or Branch Council as requested.